



Purchase Order

PO No. 24036122

Order Date: 11/1/2023

Internal Tracking No.: 24-0001423 / 45071

Contractor Info

WorkQuest, Inc.
17419760511
1011 East 53 1/2 Street
Austin, TX 78751

(512) 451-8145

Bill To

101 EAST 15TH ST., RM 446
Accts Payable: APPO@twc.state.tx.us
AUSTIN TX 78778

Ship To

Items to be shipped to multiple addresses. See shipping details below for each line item.

NOTE TO CONTRACTOR: "Delivery Contact: Michon Bonner +1 (903) 589-7891
Delivery Hours: Mon-Fri 8:00AM-4:30PM

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.24-000423 / 45071

Best Value awarded in accordance with Texas Gov. Code, Title 10, Subtitle D, Chapter 2155, Section 2155.074 "

Disclaimer

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

Bobby Pounds

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency	Purchaser	Email	Phone
Texas Workforce Commission - 320	Kelly Hall	kelly.hall@twc.texas.gov	(737) 667-5150



Purchase Order

PO No. 24036122

Order Date: 11/1/2023

Internal Tracking No.: 24-0001423 / 45071

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	64521	64521411716	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included. Qty price breaks at 3, 7, 40, 41, 121, 500, and 800 cases. Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 11/21/2023 Ship to Address: Texas Workforce Commission East Texas Mgmt Unit 4-2 +1 (903) 589-7891 Attn Michon Bonner michon.bonner@twc.texas.gov 504 E PINE ST STE A Jacksonville TX 78766 Notes: **DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries Manufacturer Name: Skilcraft	3	CRTN	73.55	\$220.65
2	61562	61562383602	Self Stick Note Pad, 3" x 3", Yellow, Fan fold refill, 100 Sheets/Pad, 12 Pads/Pk, Plus Freight Order Less Than \$25 Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/15/2023 Ship to Address: Texas Workforce Commission East Texas Mgmt Unit 4-2 +1 (903) 589-7891 Attn Michon Banner michon.bonner@twc.texas.gov 504 E PINE ST STE A JACKSONVILLE TX 75766 Notes: **DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries Manufacturer Name: 3M	3	PACK	10.79	\$32.37



Purchase Order

PO No. 24036122

Order Date: 11/1/2023

Internal Tracking No.: 24-0001423 / 45071

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	62080	62080171002	Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ, Plus Freight Order Less Than \$25 Attribute 1: Medium Blue 62080172505 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 11/13/2023 Ship to Address: Texas Workforce Commission East Texas Mgmt Unit 4-2 +1 (903) 589-7891 Attn Michon Banner michon.bonner@twc.texas.gov 504 E PINE ST STE A JACKSONVILLE TX 75766 Notes: **DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries	1	DOZ	6.06	\$6.06
4	62080	62080171002	Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ, Plus Freight Order Less Than \$25 Attribute 1: Medium Black 62080172000 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 11/13/2023 Ship to Address: Texas Workforce Commission East Texas Mgmt Unit 4-2 +1 (903) 589-7891 Attn Michon Banner michon.bonner@twc.texas.gov 504 E PINE ST STE A JACKSONVILLE TX 75766 Notes: **DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries	1	DOZ	6.06	\$6.06



Purchase Order

PO No. 24036122

Order Date: 11/1/2023

Internal Tracking No.: 24-0001423 / 45071

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	62090	62090388000	Highlighter, Retractable, Yellow, Plus Freight Order Less Than \$25 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/15/2023 Ship to Address: Texas Workforce Commission East Texas Mgmt Unit 4-2 +1 (903) 589-7891 Attn Michon Banner michon.bonner@twc.texas.gov 504 E PINE ST STE A JACKSONVILLE TX 75766 Notes: **DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries	1	DOZ	13.69	\$13.69
6	62090	62090220989	Marker, Permanent, Fine Tip, Plus Freight Order Less Than \$25 Attribute 1: Black-62090220989 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/15/2023 Ship to Address: Texas Workforce Commission East Texas Mgmt Unit 4-2 +1 (903) 589-7891 Attn Michon Banner michon.bonner@twc.texas.gov 504 E PINE ST STE A JACKSONVILLE TX 75766	1	DOZ	7.88	\$7.88



Purchase Order

PO No. 24036122

Order Date: 11/1/2023

Internal Tracking No.: 24-0001423 / 45071

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	48613	48613501	Hand Sanitizer, Instant, Purell, Green Seal Certified, 8 Oz. Pump Bottle, 12/CS Contract: 486-S1 Contract Type: Term Delivery ARO (days): 18 Delivery Date: 11/20/2023 Ship to Address: Texas Workforce Commission East Texas Mgmt Unit 4-2 +1 (903) 589-7891 Attn Michon Banner michon.bonner@twc.texas.gov 504 E PINE ST STE A JACKSONVILLE TX 75766 Notes: **DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries	1	CASE	49.68	\$49.68
8	48540	48540030110	Microban Disinfecting and Multi Purpose Spray, 6/32 oz/cs, Freight Included. Contract: 485-S1 Contract Type: Term Delivery ARO (days): 12 Delivery Date: 11/13/2023 Ship to Address: Texas Workforce Commission East Texas Mgmt Unit 4-2 +1 (903) 589-7891 Attn Michon Banner michon.bonner@twc.texas.gov 504 E PINE ST STE A JACKSONVILLE TX 75766 Notes: **DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries MPN: PG30110 Manufacturer Name: Proctor & Gamble	1	CASE	37.16	\$37.16

Total \$373.55